



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 1.12 Fire Prevention On-Call Scheduling



### FIRE PREVENTION ON-CALL SCHEDULING

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Effective: November 29, 2018  
 Scheduled Review: November 29, 2021  
 Replaces: 506 Fire Prevention On-Call Selection Procedure  
 Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

Employees assigned to the Fire Prevention Bureau are required to provide after-hours coverage to address fire safety issues or investigate fires. This schedule shall outline the annual process of scheduling periods when employees are expected to be on-call.

#### II. ON-CALL SCHEDULE

The on-call calendar shall commence on the first Tuesday in April and run through the first Monday in April or the last Monday in March, if applicable of the following year.

- A. Employee selection of on-call weeks will occur annually in January.
- B. The fire marshal shall have first choice of any available pre-set week rotation of on-call weeks. Eligible inspectors shall then choose the remaining pre-set week rotation in the order of their department seniority.
- C. All selections should be submitted via email to the fire marshal by January 30<sup>th</sup>. The fire marshal shall review the selections and provide the assistant chief assigned fire prevention and the fire inspectors the results.
- D. The management assistant assigned to fire prevention, fire marshal, or acting fire marshal shall maintain and update the on-call calendar and update the Google Voice program to ensure the on-call is forwarded to the appropriate employee.

#### III. TRADES

Any personnel wishing to exchange “on-call” time must notify the fire marshal and assistant chief assigned fire prevention.

#### IV. DURATION

The selected weeks shall be considered the employee’s permanent pre-set week rotation until another employee voluntarily releases their rotation. If a member of the Fire Prevention Division leaves the division, their week shall be assigned to the incoming member.

#### V. VACANCIES

If an opening occurs due to voluntary release, selection of open week(s) shall be made available based on department seniority on or about January 5<sup>th</sup> annually. In the event a vacancy occurs in the existing schedule due to unforeseen circumstances the open dates will be filled and rotated equitably.

If employee changes are such that the previous schedule is not workable, the calendar shall be dissolved. A new selection process shall commence.